**Login to SATERN at https://satern.nasa.gov**

Instructions for Training Coordinators on How to Approve APPEL and LMD Courses

When approving APPEL and LMD Courses, please verify Estimated Travel costs and Per Diem information is included. If this information has not been entered by the requestor, the request should be denied.

Here's what to do

STEP 1: Upon receiving the email notification for approval required, verify in the Requestor's Comments that the Learner has provided an Estimate of Travel and Per Diem.
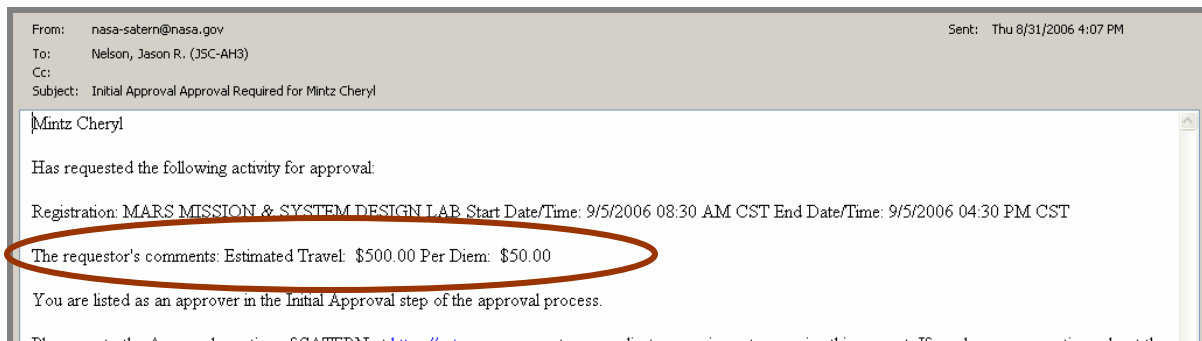
STEP 2: Or you can Login to SATERN at https://satern.nasa.gov and click the link, under **Alerts** that says ⬣ You have learner training approvals»
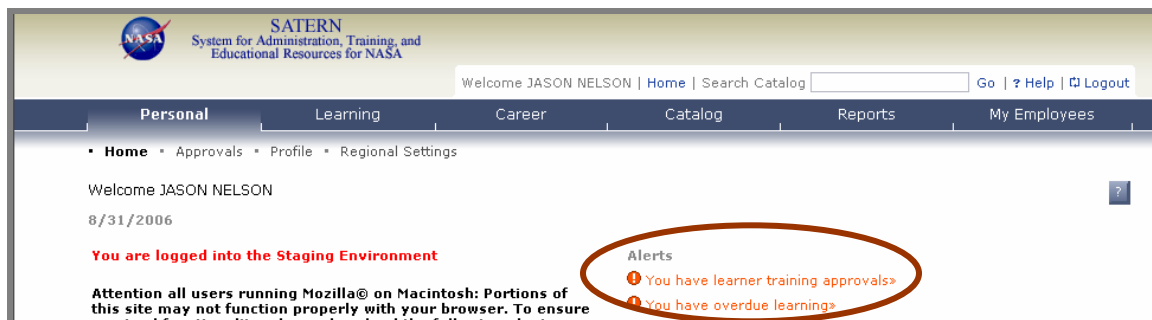
STEP 3: On the **Approvals** screen, APPEL and LMD courses are found under the **Internal Training** section. Click **Item Title** link to view the request details.
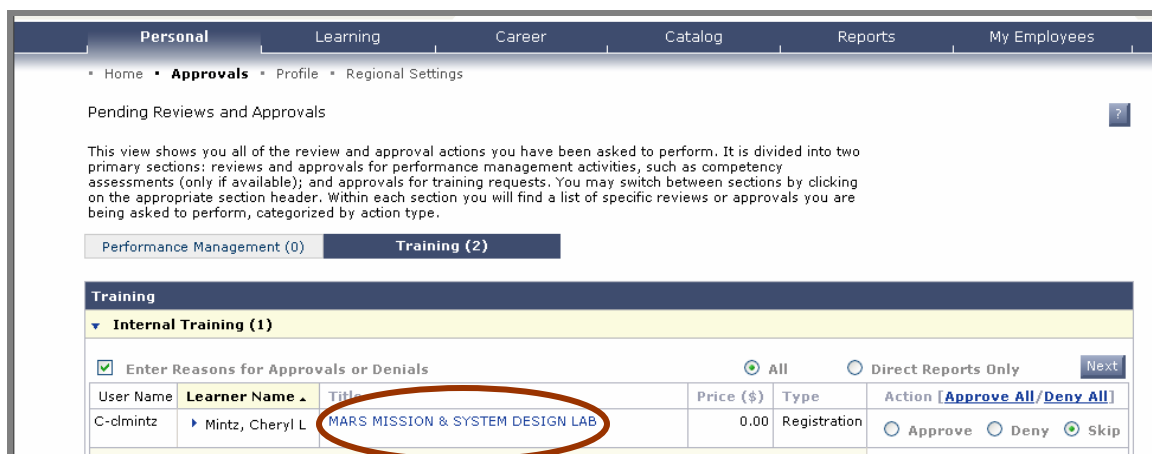
STEP 4: Click the blue arrow next to **Comments** to see the Estimated Travel and Per Diem.

STEP 5: After reviewing the request, use the ← **Back** link to return to the approval screen and approve/deny the request as usual.

IMPORTANT: If the **Comments** field did not include the *Estimated Travel* and *Per Diem* information relevant to attend this course you should deny the request.

1. Check the box next to **Enter Reasons for Approvals and Denials**
2. Select **Deny**
3. Click the **NEXT** button.
4. Enter the following text in the **Denial Reasons** field and click the **NEXT** button:
   "Your registration must include an estimate of Travel and Per Diem. Please re-register and provide an estimate of Travel and Per Diem."